

HQ AFROTC ENLISTED COMMISSIONS APPLICATION CHECKLIST

Updated 10 Jan 13

I AM APPLYING FOR:								
RANK:	NAME (FIRST, MI LAST):	SSN:	DOB (DD-MMM-YY):	AGE:				
E-MAIL ADDRESS:		DUTY LOCATION(Assigned Base/MPF):		AFSC:				
PROJ DET # AND UNIVERSITY:		MAJOR:	PROJ START DATE:	PROJ GRAD DATE:				
WAIVER REQUEST & TYPE(IF ANY):		SCORES: <table border="1"> <tr> <td>GPA:</td> <td>AFOQT/V:</td> </tr> <tr> <td>PFA:</td> <td>AFOQT/Q:</td> </tr> </table>			GPA:	AFOQT/V:	PFA:	AFOQT/Q:
GPA:	AFOQT/V:							
PFA:	AFOQT/Q:							

Circle Applicable Answers. (Review notes as you complete items)

Is this package in a plain brown folder with a label?	YES	NO		Label must include: First line – Last, First Name Rank; Second Line Major; Third Line Program Applying for
Is this the most current checklist?	YES	NO		Check website for most current copy
APPROVED WAIVERS				
Air Force Officer Qualifying Test (AFOQT)	YES	NO	N/A	If no, applicant is not eligible.
Age	YES	NO	N/A	If no, applicant is not eligible.
Assignment/Assignment Availability code (AAC)/ALC	YES	NO	N/A	If no, applicant is not eligible.
SRB	YES	NO	N/A	If no, applicant is not eligible.
Bankruptcy	YES	NO	N/A	If no, applicant is not eligible.
Civil/Moral	YES	NO	N/A	If no, applicant is not eligible.
DD Form 785	YES	NO	N/A	If no, applicant is not eligible.
Financial	YES	NO	N/A	If no, applicant is not eligible.
Time-in-Service (TIS)	YES	NO	N/A	If no, applicant is not eligible.
Time-on-Station (TOS)	YES	NO	N/A	If yes, waiver must be approved by applicant's permanently assigned Base/Wing CC. If not, applicant is ineligible.
DEROS	YES	NO	N/A	If yes, waiver must be approved by applicant's permanently assigned Base/Wing CC. If not, applicant is ineligible.
MISC (AFI 36-2013 Table 1.1)	YES	NO	N/A	If yes, submit all required documents to support waiver request.
APPLICATION LETTER				
Has tuition cost been verified?	YES	NO		If no, applicant is not eligible.
Has the letter been signed by applicant and squadron commander?	YES	NO		If no, applicant is not eligible.
SOAR ONLY				
Nomination Letter Signed by Wing CC?	YES	NO	N/A	If no, applicant is not eligible.
AF Form 1206 Submitted?	YES	NO	N/A	If no, applicant is not eligible.
Will MAJCOM receive SOAR package?	YES	NO	N/A	If no, applicant is not eligible. HQ AFROTC/RRUE will only review packages that are mailed from MAJCOM.
AFOQT SCORES				
Passing Scores? (Verbal minimum of 15, Quantitative minimum of 10)	YES	NO		Printout must be from AFPC website If no applicant must have an approved waiver. Cannot apply for a waiver until second test failure.
AF FORM 56				
Is info entered correct (dates, personal data, scores, etc)?	YES	NO		(Ensure All Sections are filled out) Use scores from AFPC website/verify data on SURF
Does applicant have civil/moral (to include one Cat 4 offense or three or more Cat 5 offenses, Art 15/Court-Martial's) issues and has an approved waiver? (Pg 2)	YES	NO	N/A	If yes, applicant must have an approved waiver with an AFROTC IMT 4 & 14 and include civil/moral issues in Item 15. If no, applicant is not eligible.
Has applicant ever filed bankruptcy and has an approved waiver? (Pg 2-3)	YES	NO	N/A	If yes, applicant must have an approved waiver with an AFROTC IMT 4, 14 & 117 and include bankruptcy in Item 18. If no, applicant is not eligible.
Pursuing a second bachelor's degree or a graduate degree? (Pg 3)	YES	NO		If yes for ASCP/POC-ERP/SOAR, applicant is not eligible. AECP applicants may pursue a second bachelor's degree
Initialed and signed by Applicant? (Pg 3-4)	YES	NO		If no, applicant is not eligible.
Graded college coursework with a 2.5 or higher GPA. (Pg 5)	YES	NO	N/A	If no, applicant is not eligible.

24 composite ACT or 1100 SAT combined Math/Reading SAT (SOAR/ASCP)	YES	NO	N/A	Only required if applicant does not have 24 semester hours or 36 quarter hours of graded college coursework.
Signed by ESO? (<i>Pg 5</i>)	YES	NO		If no, applicant is not eligible.
Initialed and signed by Squadron CC? (<i>Pg 5-6</i>)	YES	NO		If no, applicant is not eligible.
TRANSCRIPTS				
CCAF	YES	NO		Must have original
All other schools	YES	NO	N/A	If no, applicant is not eligible. Must submit in package.
Minimum combined Math/Reading SAT score of 1100 or ACT score of 24	YES	NO	N/A	If no, applicant is not eligible. Must submit in package.
SURF				
Can applicant afford to separate? (A1C & below must have an approved waiver)	YES	NO	N/A	If difference between expenses & income is less than \$2,000, applicant is not eligible. A1C and below must have an approved waiver.
Is the applicant single with a dependent?	YES	NO		If yes, include AF Form 357 in pkg.
Is the applicant mil to mil with a dependent?	YES	NO		If yes, include AF Form 357 in pkg.
Assignment Availability Code (AAC) 05 with an expiration date after the board release date?	YES	NO		Must have expiration date after board release date.
Assignment Limitation Codes (WMP, Medical hold, etc)?	YES	NO		If SURF shows ALC, member may not be eligible for program
On Control Roster?	YES	NO		If yes, applicant is not eligible.
UIF?	YES	NO		If yes, applicant is not eligible.
Is applicant eligible for reenlistment?	YES	NO		If no, applicant is not eligible.
Does the applicant have an assignment?	YES	NO		If yes, applicant must have an approved waiver.
CONUS – Does the applicant have at least one year time on station by board convening date?	YES	NO	N/A	If no, must have approved waiver.
OCONUS (long tour) - Does the applicant have at least 1 year time on station by board convening date and have completed half of overseas tour by anticipated DOS if selected?	YES	NO	N/A	If no, must have approved waiver.
OCONUS (short tour) - Does the applicant have at least 9 months time on station by anticipated DOS if selected?	YES	NO	N/A	If no, must have approved waiver.
Does applicant have a DEROS earlier than 30 days before their class start date? (recommend DEROS be after class start date)	YES	NO	N/A	If yes, applicant must extend or the applicant is not eligible.
Does applicant have a DOS earlier than 30 days before their class start date? (recommend DOS be after class start date)	YES	NO		If yes, applicant must extend or the applicant is not eligible.
Does applicant have less than one year time in service (TIS)?	YES	NO		If yes, approved waiver is required.
US Citizen?	YES	NO		If no, applicant is ineligible.
Will member turn 31 at anytime during the calendar year the member graduates? (SOAR/ASCP)	YES	NO	N/A	If yes, applicant is not eligible.
Can applicant commission prior to age 35? (POC-ERP)	YES	NO	N/A	If no, applicant is not eligible.
PRP decertified?	YES	NO	N/A	If yes, applicant is not eligible.
Is member a tech school student?	YES	NO		If yes, applicant is not eligible.
EPRs/APRs				
Are EPRs/APRs all included? (<i>Copied <u>front to back</u> and <u>head to foot</u> with most current report on top</i>)	YES	NO		If no, applicant is not eligible
Are all reports signed by rater, indorsed and dated?	YES	NO		If no, applicant must provide signed and dated copies.
Has a memo been provided for any gaps in reporting period(s) or reports not included?	YES	NO	N/A	Must provide all reports or a memo for any period not reported/rated.
FITNESS ASSESSMENT/BODY MAX INDEX				
Performed and Passed all fitness events?	YES	NO		If no, applicant is not eligible
Total Scored 75 or higher?	YES	NO		If no, applicant is not eligible
If over BMI 27.5 max weight (MAW), has Body Fat Measurements been conducted?	YES	NO	N/A	See BMI 27.5 MAW chart for max weight. If not conducted, applicant is ineligible.
Over maximum Body Fat Percentage?	YES	NO	N/A	If yes, applicant is not eligible
Evaluated and Signed by Unit Fitness Program Manager?	YES	NO		If no, applicant is not eligible.
Certified Signed by Sec/CC, First Sgt or CC?	YES	NO		If no, applicant is not eligible.
ACADEMIC STATUS				
Has letter stating whether or not college course presently taken been submitted?	YES	NO		If no, applicant is not eligible. (If taking courses transcript(s) must be provided prior to fall class start date.)
ACADEMIC PLAN/AFROTC IMT 48				
Is student name, school, detachment # and major annotated?	YES	NO		Must be finalized - no pending changes or corrections
Is Technical Major accredited?	YES	NO	N/A	If no, applicant is not eligible.
	YES	NO	N/A	If no, major is non technical

Is the Major identified as either "mandatory" or "desired," to qualify for an Air Force Specialty Code as listed in the Air Force Officer Classification Directory, or a foreign language? (SOAR/ASCP)	YES	NO	N/A	If no, applicant is not eligible.
Can complete program within two - four years (8 semesters/no summer classes - to include AFROTC)? (SOAR/ASCP)	YES	NO	N/A	If no, applicant is not eligible.
Can complete program within two years (4 semesters/no summer classes - to include AFROTC)? (POC-ERP)	YES	NO	N/A	If no, applicant is not eligible.
Projected Date of Graduation (DOG) reflects month and year? (Ex. May-2015)	YES	NO		Must be annotated to ensure estimated time of graduation and commissioning.
Are classes that only apply to degree major included on the academic plan?	YES	NO		If no, applicant is ineligible. Only classes towards major accepted.
Are classes currently taken annotated as though they would be taken after entry into the program?	YES	NO	N/A	If no, academic plan unacceptable. If yes, provide transcript of classes completed to detachment upon selection and entry into program.
Will student have 24 semester/36 quarter hours of math and or physical science or 12 semester/18 quarter hours of foreign language before they commission? (SOAR/ASCP)	YES	NO	N/A	If no, applicant is not eligible. (Add hrs on AFROTC 48 and prior classes taken)
Is Field Training scheduled?	YES	NO		If no, academic plan will not be accepted
Summer courses scheduled?	YES	NO		If yes, academic plan will not be accepted unless AECP
Less than 12 credit hours per semester/term?	YES	NO		If yes, academic plan will not be accepted
More than 18 credit hours per semester/term?	YES	NO		If yes, academic plan will not be accepted
Negative credit hours?	YES	NO		If yes, any credits over -3 must be explained
Approved and Signed by gaining unit?	YES	NO		Must be signed and dated
Approved and Signed by university?	YES	NO		Must be signed and dated
ACCEPTANCE LETTER				
Is letter of acceptance/admission (on University letterhead) unconditional reflecting acceptance/admission to the specific program/department starting for fall semester included? Or a letter signed by appropriate school advisor indicating to which school they have applied, specific program/department and an estimated date the letter will be released?	YES	NO		If no, applicant is not eligible. HQ AFROTC/RRUE must have a letter of acceptance before they will authorize the early separation into AFROTC.
MEDICAL EXAM (AF FORM 422)				
Does the form state the member is eligible for continued enlistment and commissioning?	YES	NO		If no, applicant is not eligible.
Does form have Health Care Provider, PES, and Profile Officer signatures? (minimum 2 signatures)	YES	NO		If no, applicant is not eligible.
DEPENDENT CARE				
Is the applicant mil to mil with a dependent?	YES	NO		If yes, include AF Form 357 in package.
Is the applicant single with a dependent?	YES	NO		If yes, include AF Form 357 in package.

BY SIGNING THIS CHECKLIST YOU ARE STATING THAT YOU HAVE SUBMITTED ALL REQUIRED DOCUMENTS AND HAVE MET ALL PROGRAM REQUIREMENTS. IF NOT ALL OF THE DOCUMENTS HAVE BEEN RECEIVED AND NOT ALL REQUIREMENTS HAVE BEEN MET, YOUR PACKAGE WILL BE CONSIDERED INCOMPLETE AND DISAPPROVED.

X

APPLICANTS SIGNATURE